

PEMBROKE WATER WORKS  
346 PEMBROKE STREET  
PEMBROKE, NH 03275

Minutes of the September 21, 2017 Meeting

Present: Ed Lavallee  
Chris Culberson  
Chet Martel  
Kevin Brasley  
Andy Boisvert  
Staff: Matt Gagne – Superintendent, Betty St. Germain – Admin Bookkeeper  
Absent:

The regular meeting was called to order at 6:00 pm by Chairman Chris Culberson.

Motion by Chet Martel and Seconded by Kevin Brasley to accept the Meeting Minutes and Financial Reports for August 2017. All in favor, motion passed.

OLD BUSINESS:

Badger Software update – The new software is up and running.

Hooksett Village Water Precinct Interconnection – Nothing new at this time.

Franchise Area – Nothing new at this time.

Potential Roadwork –

- Library St Allenstown – No changes at this time.
- Whitten St Allenstown – No changes at this time.
- Webster St Allenstown – The main valve was changed. There was discussion on the services and cleaning and lining the main.
- Union St Pembroke – The project is scheduled to be started October 10<sup>th</sup> but no later than the October 16th.
- Pleasant St Pembroke – Same as Union St.

Rates Review – Continued discussion about potential rate changes.

- Line charges overbilled – Motion by Chris Culberson and seconded by Chet Martel to re-imburse Dunkin Donuts and Pembroke Crossing \$1,297.20 each and Pine Haven Boys Center \$500.40 for a total of \$3,094.80 for line charge adjustment for the past 3 years. All in favor, motion passed.

Audit – The Board reviewed the Audit Report.

Strong Foundations – Nothing new at this time.

City of Concord Planning Board Notice – The applicant pulled out.

Hydrant Flushing is complete.

NEW BUSINESS:

Lindy St – There was a general discussion about 3 houses on that street.

REGULAR MONTHLY BUSINESS:

Late Accounts - The total current past due amount \$7988.43.

A/P Manifests & Payroll Manifests -- Motion by Chet Martel and Seconded by Ed Lavallee to approve the August 31<sup>st</sup> A/P Manifest of \$15,424.48 previously reviewed and the September 21<sup>st</sup> A/P Manifest of \$37,112.43 and Payroll Manifests reviewed by Chairman Christopher Culberson. All in favor, motion passed.

Billing Register Manifest – Motion by Chet Martel and Seconded by Kevin Brasley to accept the Billing Register Manifest for August of \$78,665.07. All in favor, motion passed.

Monthly Adjustment Manifest -- Motion by Chet Martel and Seconded by Ed Lavallee to accept the Adjustment Manifest for August of \$581.54. All in favor, motion passed.

Late Penalty Manifest – Motion by Chet Martel and Seconded by Andy Boisvert to accept the Late Penalty Manifest for September of \$890.00. All in favor, motion passed.

OTHER BUSINESS and CORRESPONDENCE:

Other Business – Nothing at this time.

Correspondence – Nothing at this time.

Motion by Ed Lavallee and seconded by Kevin Brasley to adjourn at 6:22 pm.  
All in favor, motion passed.

The next meeting is scheduled for October 19, 2017 at 6:00 pm